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CAM Second Reimbursement Information

The Department of Education initially funded one half (1/2) the cost of a facility condition assessment for a Capital Asset Management Program (CAM) and committed to reimburse the remaining one half (1/2) to those units that actively used the capital asset management database and corresponding information. The Department provides a web-hosted site for the database through a provider, VFA Inc of Boston.

The Department will honor that commitment for the second reimbursement for those units that can demonstrate that they used the system. Examples include:

- actively used the web-based database,
- updated the data as warranted,
- used the information for budgeting and identification of assets, and
- long-range facility planning.

Each school unit must document to the Department of Education how they have used the system. Those applying for reimbursement should identify those purposes for which the program was used to include financial, maintenance, and capital reinvestment purposes. Supporting documentation submitted with the reimbursement form should also address how the information was used in the unit's 5-year capital reinvestment and replacement plan.

Each unit should include any available documentation such as memos, minutes of meetings, and agendas. Each reimbursement form must be signed by the Superintendent of Schools assuring that the report is accurate and factual.

The Department will reimburse one-half (second half) of the costs for initial facility conditions assessment services, calculated at \$.06 cents per square foot of assessed space or the contract amount, whichever is less.

REVIEW FORM

CAM Second Reimbursement Requests - Required Supporting Documentation ***For Department of Education Use Only***

Documentation From Data, Database, and Meetings

- ▶ Yes/No: Documentation, such as memos, meeting minutes, agendas, and budget documents and any other information, is submitted that supports that the school unit used the data and database. Some examples of criteria that may demonstrate use include:
- ▶ Yes/No: active use of the database,
- ▶ Yes/No: regular updates of the database,
- ▶ Yes/No: regular use of the information for budgeting and identification of assets and deficiencies, and
- ▶ Yes/No: long-range facilities planning.

Describe the quality and quantity of above items:

Documentation From Long Range Planning (Capital Plans)

- ▶ Yes/No: Documentation and information is submitted regarding how the web-hosted system was used for the school unit's 5-year capital reinvestment and replacement plan.

Describe the quality and quantity of above items:
